

Buyer and Purchasing Coordinator

The core responsibility of the Buyer and Purchasing Coordinator is to enable the efficient running of the Purchasing department, negotiate with suppliers of assigned products and to ensure that products are purchased at the lowest cost, to specification whilst utilising the best delivery terms for the benefit of the company.

About Surfachem

Surfachem, a 2M Group Company, is a leading, global distributor of speciality chemicals. We distribute an extensive portfolio of speciality chemicals into a range of application areas, including our core markets - Personal care, Household, Institutional and Industrial care, and Pharmaceuticals. Working with industry-leading manufacturers, Surfachem acts as a synergistic link between our suppliers and customers to deliver chemistry for a better life. From start-ups to supermarkets and multinational brands, our ingredients are a fundamental part of your everyday routine.

What we offer

Job type: Full-time

Salary: Competitive

Work environment: Flexible

Location: Head Office – Leeds

Work-life balance: Leeds city centre location with excellent public transport links, work-from-home options, family friendly and flexible working hours, holiday allowance – 23 days on starting plus UK Bank holidays, companywide bonus scheme, casual dress Fridays

Health & wellbeing: Free standard eye tests, family healthcare/private medical scheme, open plan office with free fruit, tea, coffee and juice, free counselling app for all employees

Career progression: Study support and study leave for professional qualifications, excellent and genuine career progression opportunities, option to apply for the 2M Future Leaders' programme

Community and volunteering: A chance to be involved in our CSR initiative, the 2M STEM programme, volunteering with kids in schools, volunteer paid time off – 2 days per year

Key Responsibilities

- Develop and maintain relationships with suppliers whilst being a confident negotiator
- Create purchase orders, expedite with suppliers and to communicate the status with other departments
- Provide accurate pricing to UK and Export sales teams
- Manage stock levels in line with the company stock policy and objectives
- Deal with all price discrepancies with suppliers and respond to all accounts queries

Skills, Qualifications & Experience

Essential

- Negotiation
- Communication
- Computer literate
- Work under pressure
- Supplier development

Desirable

- Chemical industry
- Previous purchasing experience
- CIPs qualified